

COMMUNITIES IN SCHOOLS OF KALAMAZOO

POSITION DESCRIPTION

Position Title: Part-Time Administrative Assistant
Reports to: Director of Human Resources
Exempt Position: No

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POSITION SUMMARY:

Responsible for general office and switchboard activities and for providing administrative support to the Executive Director and other Program Directors. Duties include, but are not limited to, answering the operator phone line and directing those calls to staff, greeting and directing guests, filing, copying, word processing, data entry and scheduling. This is a part-time position working 25 hours per week.

WORKING CONDITIONS:

Normal working conditions where there is no physical discomfort due to temperature, dust, or noise. Occasionally lifts average 40-pound boxes of supplies, materials, etc. to waist high level. This is a part-time position, working an average of 25 hours per week.

RESPONSIBILITIES:

- Provide administrative and clerical support to CIS Director staff;
- Assist in the preparation of mass mailings utilizing print merge functions in Microsoft Word;
- Maintain electronic files of basic needs inventory and donations;
- Coordinate, update and maintain staff listings and contact information;
- Assist in compiling monthly board agenda and minutes and prepare reports and communication for board members and committees, as requested;
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Experience with personal computers and proficiency using word processing instruments, Microsoft Excel and Microsoft Outlook software;
- Familiarity with fax machines, copy machines, networks and printers;
- Excellent verbal and written communications skills;
- Interact effectively over the telephone, face-to-face and via e-mail with a variety of stakeholders including students, families, providers, Board members, businesses and donors.
- Strong organizational and problem-solving skills;
- Proven customer service orientation and the ability to form trusting, productive relationships with a wide range of constituents;
- Ability to manage multiple tasks simultaneously and work under time constraints;
- Bachelor's degree preferred;
- Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Qualified and Interested applicants should submit a letter of interest and a current resume to dkievit@ciskalamazoo.org Responses must be received by Monday, October 27th for preferred consideration.